

GUIDELINES FOR THE LIBRARY SCIENCE TUITION SCHOLARSHIP

PURPOSE

Kentucky state law requires that public libraries in Kentucky be administered and staffed by personnel appropriately certified by the Kentucky State Board for the Certification of Librarians. The Certification Board believes that library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age. The Certification Board is authorized under KRS 171.303 – 171.306 to encourage library science education for public library staff by offering library science scholarships for the successful completion of classes from accredited or approved programs.

DEFINITIONS

For the purpose of this scholarship the following terms shall mean:

Appropriate Certification – Certification issued by the Kentucky State Board for the Certification of Librarians for a position under the guidelines specified in 725 KAR 2:060.

Employed - means full or part-time employment in a library that includes administration, collection development, technical services, public services, or support for public service areas, and excludes secretarial, custodial, grounds keeping, security, food service, driver (other than bookmobile/outreach vehicle), and messenger duties.

ELIGIBILITY REQUIREMENTS

In order to be eligible for the *Library Science Tuition Scholarship*, students must meet the following requirements:

- Be employed by a Kentucky public library (full or part-time).
- Hold at least a Temporary certificate at the time of application.
- Study library science at an institute which is accredited by the American Library Association (ALA), the National Council for the Accreditation of Teacher Education, or the appropriate regional postsecondary education program.
- Take graduate level courses from an ALA-accredited program (if applicable).
- Earn at least a C final grade for undergraduate students.
- Earn at least a B final grade for graduate students.
- Maintain appropriate certification from the Kentucky State Board for the Certification of Librarians.

DETERMINATION OF AWARD

Scholarships will be awarded in the amounts of \$500 for a student attending a 4-year university and \$250 for a student attending a 2-year college, not to exceed \$8000 per semester.

Applications will be reviewed by a committee composed of KDLA staff and a member of the State Board for the Certification of Librarians or a public library director.

Applicants will be scored based on pre-determined rubric values. The award will be based on the total of those values.

In awarding scholarships, special consideration will be given to:

- Directors working toward initial certification
- Library staff working toward initial certification

COMPLETION OF APPLICATION

Adhering to the following instructions will ensure that the applying student and the sponsoring library have successfully completed the application process. Submitting an incomplete application will result in immediate disqualification.

- The student must complete and submit the application with a letter of recommendation from the supervisor, the library director, or board president. Submit the application by given deadline date (see below).
- At the conclusion of the coursework, the student must submit their final grade report.

PAYMENT SCHEDULE OF SCHOLARSHIPS

The funds will be paid to the student prior to the beginning of class. This award is contingent upon the student completing the course and receiving a minimum grade of a B for a graduate level course or a minimum grade of a C for an undergraduate course. The student must also continue to work in a Kentucky public library for at least two years after receiving the appropriate certification. If these conditions are not met, the student will be responsible for repayment of the scholarship to the Library Science Scholarship Fund.

FORFEITURE/REPAYMENT OF SCHOLARSHIP

The granting of the award will be void and any amount awarded shall become immediately repayable if:

- The Student is awarded a scholarship and does not attend school for the date specified on the application;
- The Student is awarded a scholarship and does not meet the minimum grade requirements:
 - At least a C final grade for undergraduate students, or
 - At least a B final grade for graduate students;
- The Student does not continue to work in a Kentucky public library for at least two years after receiving the appropriate certification unless such failure to retain employment is through absolutely no fault of the Student. If the Student loses employment due to the economic hardship of the library where employed, or other reason beyond the control of the student, repayment of the grant may be waived by the State Librarian. Such waiver shall be granted at the sole discretion of the State Librarian and shall be made on an individual basis at the request of the Student. The decision of the State Librarian may be appealed to the Kentucky State Board for the Certification of Librarians, whose decision shall be final.

DEADLINES

THE APPLICATION - Student must submit this form with a letter of recommendation from the supervisor, the library director, or board president postmarked no later than **October 31st** for the Spring 2017 semester.

THE FINAL GRADE REPORT– The final grade report must be received no later than 30 days after the completion of the class.

MAILING

All completed applications with original signatures must be postmarked by indicated deadline date and mailed to:

Scholarship Committee
Kentucky State Board for the Certification of Librarians
Kentucky Department for Libraries & Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537

FAX copies will not be accepted.